DAMI-CD

JAN 10 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of Central Clearance Facility (CCF) Case Adjudication Tracking System (CATS) Portal

1. References:

   a. Memorandum, HQDA, ODCS, G-2, 17 Oct 05, subject: Joint Personnel Adjudication System (JPAS) Procedures Update.

   b. Memorandum, Under Secretary of Defense for Intelligence (USDI), 9 Apr 09, subject: DoD Designation of Case Adjudication Systems.

2. This memorandum amends reference 1a and implements the Army Central Clearance Facility (CCF) Case Adjudication Tracking System (CATS) portal to process certain administrative actions (Enclosure 1). Effective immediately, all Security Managers will register for a CCF CATS portal account and will begin using the CATS portal in accordance with the implementation plan (Enclosure 2).

3. In April 2009, the USDI designated the Army CATS as the DoD Case Adjudication Tracking System for all non-intelligence activities. The CATS is an information technology system created by the Army CCF for investigative and adjudicative case management. The CATS has been integrated into the Defense Information Security System (DISS) enterprise architecture and will assume much of the Joint Personnel Adjudication System (JPAS) functionality at a later date. Until DISS is fully deployed, the Army will implement the CATS portal functionality as a communication mechanism between Army CCF and Security Managers. Implementation of the CATS portal will enhance communication between CCF and commands, and ensure efficiency of processing of routine administrative actions.

4. Security Managers will register for a CATS portal account by completing and forwarding the IACF-P Form 27 (Enclosure 3). All IACF-P forms will be forwarded to Ms. Susan Rogers at Susan.M.Rogers@us.army.mil and/or Ms. Denise Brannon, at deborah.brannon@us.army.mil.

5. The JPAS will remain the system of record for security clearance eligibility determinations, incident reporting and visit status notifications.

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6. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Teane Smith,
(703) 695-2629, e-mail: teane.smith@us.army.mil.

3 Encls

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CATS Portal Functionality

Major functionality of CATS will include:

1) Subject Queries: The subject query functionality provides real time case tracking information. Multiple subject queries can be accomplished using the bulk query function.

2) Requests for Information (RFI): The RFI functionality will be used in the same manner as the Research/Recertify/Upgrade (RRU) in the Joint Personnel Adjudication System (JPAS). Additionally, Security Management Office(s) (SMOs) can process Interim SCI requests and expedite requests using this functionality.

3) Notifications: Notifications in response to submitted RFIs, document transmissions, and case status changes will be sent from the CCF to the applicable Subject's SMO.

4) Correspondence: The CATS portal allows for CAF generated correspondence, such as LOI/SORs and Requests for Information, to be uploaded to the applicable SMO. In addition, SMOs can upload documentation to CCF, such as subject SOR rebuttals and requested documents.

CATS Portal Implementation Schedule

Phase	Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11
Phase 1	INSCOM	X				
	TRADOC	X				
	FORSCOM	X				
	USASOC	X				
	CENTCOM	X				
	USARC	X				
	NGB and States	X				
Phase 2	USARCENT		X			
	USANORTH		X			
	USASO		X			
	USAREUR		X			
	USARPAC		X			
	USARAF		X			
	EUSA		X			
	SDDC		X			
	SMDC/ARSTRAT		X			
	AMC		X			
	IMCOM		X			
Phase 3	ATEC			X		
	USACIDC			X		
	USMA			X		
	USAASC			X		
	MDW			X		
Phase 4	USACE				X	
	MEDCOM				X	
	NETCOM				X	
Train and register any remaining security managers in April.						X

IACF-P Form 27

CCF UIC *CUSTOMER* DATABASE

Check Box
that applies ☐ add ☐ modify ☐ delete

UIC _____

THRU UIC _____ (if applicable)

MACOM: _____

(ie. TRADOC, INSCOM, FORSCOM, MEDCOM, etc)

Address: (see instructions) ➜

1st _____

2nd _____

3rd _____

4th _____

Village: _____ Country: _____
(if applicable)

> Type or Print Address using format below. CCF Database allows 4 lines with 30 characters on each Line.
>
> ### CONUS ADDRESS
>
> 1st line: ATTN XXXXXXX XXX XXX
> 2nd Line: Organization
> 3rd Line: Street Address
> 4th Line: City state Zip+4
>
> ### OCONUS ADDRESS
>
> 1st line: ATTN XXXXXXX XXX XXX
> 2nd Line: Organization
> 3rd Line: Unit Number
> 4th Line: APO/FPO

POC: _____ SSN: _____

ALTERNATE POC: _____ SSN: _____

DSN: _____ ALTERNATE DSN: _____
   (SECURE/UNSECURE)   (SECURE/UNSECURE)

COMM: _____ ALTERNATE COMM: _____
   (SECURE/UNSECURE)   (SECURE/UNSECURE)

FAX: _____ ALTERNATE FAX: _____
   (SECURE/UNSECURE – COMM/DSN)   (SECURE/UNSECURE – COMM/DSN)

EMAIL: _____

ALTERNATE EMAIL: _____

GENERIC UNIT EMAIL: _____

Please read instructions to Add (Register) / Modify / Delete a UIC.
CCF Web Page: *https://ccf.inscom.army.mil*
(ms explorer 5.0 or higher)